



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 3-21-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 12			Date Received MAR 30 1972	Date Completed 95 APR 3 1972
3. AGENCY, Division, Subdivision & Administering Office Address Comptroller General's Office State Fire Marshal's Office Hazardous Materials Division			4. Person to Contact E. H. Edwards, Jr.	
			5. Working Title Director, HMD	6. Tel. No. 656-2064

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1965 to date	9. EXACT SERIES TITLE EXPLOSIVES PERMIT CASE FILES
--	---

10. What function performed resulted in creation of this series

Regulation of the purchase, possession and use of explosives by individuals for personal use and by companies which do not normally use explosives in their business operations as required by the Safety Fire Act of 1949. The State Fire Marshal administers the Permit System. Elected Officials appointed by the Safety Fire Commissioner serve as issuing officers in the various counties and issue one-time permits. Permit forms are provided by the State Fire Marshal and all records relating to the permits are maintained in his office. Copies of permits issued and final disposition reports are received and filed.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Annual (Calendar Year) record of permits (FM-21). Vendor's report on original of permit showing explosives delivered and Permittee's report of disposition (FM-25 until 1971; FM-21 afterward). Correspondence.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
				1	2		
Letter-size File Drawers							
Legal-size File Drawers	8	16	Floor Space Occupied (Square Feet)	In Office(s) 11	In Storage Area(s) 0		
			By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	30	1	less than 1	less than 1

QUESTIONNAIRE Please an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area 3 month(s)/ 3 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold 3 year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or 3 year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area 3 year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

No record of need for use of files beyond current and past three years.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by E. H. Edwards, Jr.	Recommendations prepared by E. H. Edwards, Jr.	Approved for Division Date <i>Robert Stone</i> 3-10-72	Records Management Officer Date
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>James Caldwell</i> Head of Agency	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Marshall Hart</i> Director, Archives & History	3-30-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Sam W. Johnson</i> Secretary of State	3-30-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Timothy Carter</i> Governor of Georgia	3-30-72